

**No. R3-114075/2013/PHQ**

Police Headquarters, Thiruvananthapuram

Dated : 02-12-13

**CIRCULAR No. 30**

Sub : Proposals for repair & maintenance of dept vehicles – instructions  
-issued.

Ref : 1) G.O. (P) No.3/2013/SPD dated 21/6/2013.

2) PHQ instructions No.R3/52322/2008 dated 5/8/2008.

Vide G.O. Cited 1<sup>st</sup>, **Store Purchase Rules** have been **revised and simplified**. However, most of the Units are not following the revised procedure. Besides, certain irregularities are being noticed when proposals for the purchase of tyres, tubes, flaps, batteries, spare parts, repair & maintenance etc are being sent. In these circumstances, the following instructions are issued for strict compliance:-

**I. Purchase of Stores upto Rs.15,000/-** on each occasion may be made without inviting quotations/bids by the competent authority on the basis of a certificate to be recorded by him in the prescribed format.

Henceforth for proposals for sanction up to Rs.15,000/-, there is no need of competitive quotations. The proposal for sanction below Rs.15,000/- shall contain the following documents.

1. Driver's report.
2. Quotation/Offer letter/Proforma Invoice from the Firm.
3. **Essentiality Certificate**. For purchase of tyre, tube, and flap should be obtained from an Officer of and above the Rank of MT Inspector of the concerned Unit and should contain the following:
  - a) Registration No. of the Vehicle, make & model, SL No. & size, total KMs covered by the **present tyres to be replaced**.
  - b) No. of times retreaded with date, KMs covered after each retreading, if not, report the reason and whether it has covered the guaranteed mileage or not.
4. **Technical Certificate**. For purchase of battery should be obtained from an Officer of and above the Rank of Inspector of Police in the Telecommunication Unit and should contain the following.
  - a) Registration No. of the vehicle, make & model, date of battery issued, type & No. of the **present battery to be replaced**.
  - b) Specific gravity of the cell, total voltage, capacity with load and the reasons for replacing the battery.
5. Financial Statement for the Current Year.
6. Work Estimate scrutinized by the DySP MT.

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7. Economy Certificate of Assistant Executive Engineer /Executive Engineer of PWD (M) as per GO (Ms) No. 9/2013/PWD dated 22/1/2013
8. Proforma Details of the vehicle.
9. In the case of accident repairs, copy of the FIR, Scene Mahazar, Insurance Certificate & report of AMVI.

## **II) Purchase above Rs.15,000/-**

All Unit Heads shall constitute a '**Local Purchase Committee**' consisting of **SP/DySP** as **Chairman**, head of the **Ministerial Staff** & one **MT Officer** as members. A Certificate in the form mentioned at **para 7.4** of the G.O. duly signed by the members should be attached to all proposals for purchase from **15,000/- to 1,00,000/-**. In the case of **quotations/tenders**, the revised **Rules** (chapters 7 & 8) as per the **G.O. Cited 1<sup>st</sup>** may be followed.

1. Proposal for sanction should be self explanatory and accompanied by the following documents in addition to the document in para I (1, 3, 4, 5, 6, 7, 8) above.
  1. Quotations/Tenders should have any one of Central Sales Tax/Kerala Govt. Sales Tax/Tax Payers Identification Number.
  2. Competitive Quotations should be opened, signed with date, designated along with the certificate 'Opened by me' by the quotation opening authority.
  3. Scrap Value of the old batteries should be deducted from the original cost of the batteries in the Quotations/Tenders.
  4. Comparative Statement of quotations & Tenders should be enclosed.

III) The purchase of tyres, tubes, flaps & batteries are sanctioned under the **Financial Powers** delegated for sanctioning non-recurring contingent expenditure. **IGP** is competent to sanction Rs.15,000/-. **Henceforth, all proposals for sanction of tyres, tubes, flaps & batteries below Rs.15,000/- may be sent to IGsP, Ranges.** IGP Ranges can sanction the purchase in accordance with the procedure mentioned above. Proposals for repairs shall be sent to the Police Head Quarters as usual.

IV) The practice of carrying out the **Purchase/Repair works** etc. in anticipation of sanction shall be avoided. Only in extreme urgency such method may be resorted to.

02-12-13

**Manoj Abraham IPS,**  
**Inspector General of Police**

To : All officer in List B for strict compliance.

Copy to : SP MT PHQ/DySP MT PHQ for necessary action.

R1,R2,R4,R5 seat for information. They are requested to revise the sanction order format accordingly.

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